

CORPORATION LICENSE APPLICATION (PRLS)

RE 272 (Rev. 8/02)

✓ Read pages 3 and 4 before completing this application. ✓ Type or print clearly in ink.

PRLS CORPORATION INFORMATION

1. CORPORATION NAME (ENTER AS SHOWN ON CERTIFICATE OF STATUS.)

2. FICTITIOUS BUSINESS NAME – IF ANY (ATTACH CERTIFIED COPY OF FICTITIOUS BUSINESS NAME STATEMENT.)

3. CORPORATION'S MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX

CITY

STATE

ZIP CODE

4A. CORPORATION'S MAIN OFFICE ADDRESS — STREET ADDRESS

CITY

STATE

ZIP CODE

4B. NAME OF DESIGNATED AGENT FOR THIS LOCATION

☐ RE 256 ON FILE

☐ RE 256 ATTACHED

ID# — DRE USE ONLY

5A. IS THIS CORPORATION NOW OR HAS IT BEEN LICENSED TO PERFORM REAL ESTATE ACTIVITIES IN CALIFORNIA?

☐ NO

☐ YES

IF YES, COMPLETE 5B–5D.

5B. IDENTIFICATION NUMBER

5C. NAME OF REAL ESTATE CORPORATION

5D. EFFECTIVE DATE

PRLS OFFICER INFORMATION

6. NAME OF DESIGNATED OFFICER (CORPORATION OFFICER TO REPRESENT CORPORATION)

7. MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX

CITY

STATE

ZIP CODE

8. DO YOU RESIDE IN CALIFORNIA?

☐ NO

☐ YES

IF NO, A CONSENT TO SERVICE OF PROCESS (RE 263) MUST BE ON FILE WITH DRE.

9. RESIDENCE TELEPHONE NUMBER

10. BUSINESS TELEPHONE NUMBER

11. SOCIAL SECURITY NUMBER

12. BIRTH DATE

13A. WHAT IS YOUR STATUS WITH THE CORPORATION? (CHECK ONE)

☐ OFFICER

☐ DIRECTOR

☐ SHAREHOLDER

13B. IF SHAREHOLDER, WHAT % OF SHARES ARE OWNED?

14. HAVE YOU USED ANY OTHER NAMES (I.E., MAIDEN, AKA, ETC.)?

☐ NO

☐ YES

IF YES, LIST THEM.

15A. DO YOU HOLD OR HAVE YOU PREVIOUSLY HELD A REAL ESTATE LICENSE IN CALIFORNIA?

☐ NO

☐ YES

IF YES, COMPLETE 15B–15D.

15B. ID#

15C. EFFECTIVE DATE

15D. EXPIRATION DATE

16. LIST THE NAMES AND TITLES OF ALL OFFICERS, DIRECTORS OR SHAREHOLDERS OWNING 25% OR MORE OF THE CORPORATE STOCK.

FOR DRE USE ONLY

BOND APPROVAL

BOND NUMBER

IDENTIFICATION NUMBER

CONTRACT APPROVED

EFFECTIVE DATE

EXPIRATION DATE

DATE MAILED

COPY TO PRLS CONTRACT REVIEWER

PROCESSOR'S #

COMMENTS

- ❖ **Carefully read and provide detailed answers to questions #16–18. You must provide a yes or not response to all questions.**
- ❖ "Convicted" as used in Question 17 includes a verdict of guilty by judge or jury, a plea of guilty or of nolo contendere, or a forfeiture of bail in municipal, superior or federal court. All convictions must be disclosed

whether or not the plea or verdict was set aside, the conviction against you was dismissed, or expunged or if you have been pardoned. Convictions occurring while you were a minor must be disclosed unless the record of conviction has been sealed under Section 1203.45 of the California Penal Code or Section 781 of the California Welfare and Institutions Code.

16A. HAVE YOU EVER HAD A **DENIED, SUSPENDED, RESTRICTED OR REVOKED** BUSINESS OR PROFESSIONAL LICENSE (INCLUDING REAL ESTATE), IN CALIFORNIA OR ANY OTHER STATE? [DO NOT INCLUDE DRIVER'S LICENSE SUSPENSIONS, ETC.]

☐ NO ☐ YES

IF YES, COMPLETE #16B–16F AND #19A–19D. INCLUDE THE DATE ACTION WAS TAKEN, REASON IT OCCURRED, AND (IF APPLICABLE) WHEN ACTION AGAINST YOU WAS TERMINATED.

16B. TYPE OF LICENSE

16C. ACTION (REVOKED, ETC.)

16D. LICENSE EXPIRATION DATE

18E. LICENSE ID NO.

16F. STATE

17. HAVE YOU EVER BEEN CONVICTED OF ANY VIOLATION OF LAW? CONVICTIONS EXPUNGED UNDER PENAL CODE SECTION 1203.4 MUST BE DISCLOSED. HOWEVER, YOU MAY OMIT MINOR TRAFFIC CITATIONS WHICH DO NOT CONSTITUTE A MISDEMEANOR OR FELONY OFFENSE.

☐ NO ☐ YES IF YES, COMPLETE #19 BELOW.

18. ARE THERE ANY CRIMINAL CHARGES PENDING AGAINST YOU AT THIS TIME?

☐ NO ☐ YES IF YES, COMPLETE #19 BELOW.

19. DETAILED EXPLANATION OF ITEMS 16–18. COMPLETE ONE LINE FOR EACH VIOLATION AND PROVIDE EXPLANATION BELOW. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION, A DETAILED EXPLANATION MAY SUFFICE. INDICATE WHETHER EACH CONVICTION WAS A MISDEMEANOR OR FELONY AT THE TIME THE CONVICTION OC-

CURRED. IF THE CONVICTION STATUS HAS BEEN SUBSEQUENTLY CHANGED OR REDUCED, NOTE THAT FACT IN THE AREA PROVIDED FOR ADDITIONAL INFORMATION.

* CODE SECTION VIOLATED (I.E., 484) ** CODE VIOLATED (I.E., PENAL CODE)

*** DISPOSITION (I.E., PROBATION, PAROLE, FINE, LENGTH OF TERM, ETC.)

COURT OF CONVICTION (Name and Address)	ARRESTING AGENCY (Name and Address)	DATE OF CONVICTION	TYPE OF CONVICTION	* CODE SECTION VIOLATED	** CODE VIOLATED	***DISPOSITION	CASE NUMBER
Example: Sacramento Cnty. 456 Main St., Sac	Sacramento City Police 123 Main St., Sac	2/20/87	<input type="checkbox"/> Felony <input checked="" type="checkbox"/> Misdemeanor	484	Penal Code	6 months probation and \$200 fine	1234
A.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
B.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
C.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
D.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				

Additional Information: Specify which lines you are referring to. (Attach extra sheets if more room is needed. **Each additional sheet must be signed by applicant.**)

APPLICANT CERTIFICATION

I certify under penalty of perjury that the answers and statements given in this application are true and correct, that I am 18 years of age or older, and that if licensed I will not violate any provisions of the Real Estate Law nor abuse the privileges of a Prepaid Rental Listing Service licensee.

I understand that the Department of Real Estate cannot refund the fees submitted with this application if I fail to qualify for this license for any reason or withdraw this application.

20. SIGNATURE OF APPLICANT

21. DATE



READ AND RETAIN FOR FUTURE REFERENCE

General Information

- Complete all information requested on pages 1 and 2.
- Type or print clearly in ink. *Penciled applications will be returned.*
- Refer to RE 254 for licensing information/requirements, and bond and/or rider information.
- Effective August 1, 1998, all applicants for a prepaid rental listing service license, must submit proof that they have legal presence in the United States. The proof of legal presence document (i.e., birth certificate, resident alien card, etc.) must be submitted with a State Public Benefits Statement (RE 205) before a license will be issued. Please refer to that form for further instructions.
- Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- If you electronically recreate this form to facilitate completion on a computer, please be advised that the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

Who must complete this application?

Licensed Officer — The individual who prepares and signs this application will automatically be the *licensed designated officer* of the corporation.

Only the “licensed” officer is authorized to sign PRLS licensing documents on behalf of the corporation.

Unlicensed Officers/Directors/Shareholders — All Officers/Directors/Shareholders owning 25% or more of the corporate stock must complete and submit an Unlicensed Officer Questionnaire (PRLS) RE 273.

Completion Information

- Enter the name of the corporation, exactly as shown on the Certificate of Status.
- Enter your true legal name.
- **All questions must be answered and fully explained.** Insufficient or no explanations will result in a significant delay in processing this application.

Fingerprint Requirement

One set of classifiable electronic fingerprints is required from every license applicant unless the applicant is currently licensed by the DRE, the applicant’s license expired less than two years ago, or the applicant had designated officer or designated agent status during the last two years. Fingerprints must be submitted through the California Department of Justice (DOJ) Live Scan Program which involves the electronic taking and transmission of fingerprints to DOJ.

Completion & Submission of Live Scan Service Request (RE 237)

Complete the Live Scan Service Request according to instructions on the form. The electronic fingerprint service provider will complete the last part of the form.

After you have your fingerprints taken by the live scan service provider, a completed copy of RE 237 must be submitted with your completed original license application and the appropriate license fee.

Fees

Original license applicants who reside in California will pay a \$56 fingerprint processing fee directly to the live scan fingerprint service provider. A separate fee will be charged for the service of taking the electronic fingerprints by the live scan provider. That fee may vary depending on the live scan provider you choose.

Fingerprint Services (Contact the facility for fees and hours)

A list of local law enforcement agencies that provide electronic fingerprint services can be obtained by calling the Sacramento Office of the Department of Real Estate at (916) 227-0931, or by checking the Web site of the California Department of Justice at <http://caag.state.ca.us/fingerprints/publications/contact.pdf>. Please note that the hours of operation for each provider may vary and it is recommended that you contact the provider ahead of time to determine if an appointment is necessary.

Sylvan/Identix Fingerprint Centers also provide live scan fingerprint services at over twenty locations throughout California. You may call 1-800-315-4507, Monday–Friday, 8:00 A.M. to 5:00 P.M., to schedule an appointment.

Out-of-State Applicants

Applicants who reside outside California must submit two sets of fingerprints in ink using the FBI Applicant Fingerprint Card (FD-258 Rev. 5/99). Two cards will be provided to out-of-state license applicants with the original license application. The \$56 fingerprint processing fee should be submitted with the completed fingerprint cards, original license application, and license fee.

Fee and Mailing Information

\$100 License Fee. Remit only if applying to be a “licensed” officer of the corporation. See “Licensed Officer Status” under General Information.

Make check or money order payable to:
DEPARTMENT OF REAL ESTATE

Mail To: Department of Real Estate
P.O. Box 187000
Sacramento, CA 95818-7000

Notice of Appeal Process

The Department of Real Estate has established time periods for the processing of permit applicants as required by the Permit Reform Act (Government Code Section 15374 et seq.). These time periods are set forth in the regulations of the Department of Real Estate at Regulation 2709, Chapter 6, of Title 10, of the California Code of Regulations. Failure to comply with these time periods may be appealed to the Secretary of the Business, Transportation, and Housing Agency, 801 K Street, Suite 1918, Sacramento CA 95814-3520, pursuant to the regulations of the Secretary set forth in Chapter 6 (commencing with Section 7600) of Title 21 of the California Code of Regulations. Under certain circumstances, the Secretary may require the Department of Real Estate to reimburse the applicant for the filing fees paid in connection with the application.

Privacy Notice

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. *Each individual has the right to review personal information maintained by this agency, unless access is exempted by law.*

Department of Real Estate
2201 Broadway
Sacramento, CA 95818

Managing Deputy Commissioner IV
Licensing
Telephone: (916) 227-0931

General powers of the Commissioner, Section 10050, 10071 and 10075 of the Business and Professions Code authorize the maintenance of this information.

Business and Professions Code Section 30, added by Statutes 1986, Chapter 1361, Section 1, requires each Real Estate licensee to provide to the Department of Real Estate his or her Social Security number which will be furnished to the Franchise Tax Board. Failure to provide this information is subject to the penalty provided in Revenue & Tax Code, Section 19276. Your Social Security number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax enforcement purposes.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided processing may be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Department's regulatory section, and to answer inquiries and give information to the public on license status, business address and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and other regulatory agencies (e.g., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).
